

# Three Rivers Community College

Copy Center (215-9029)

## Electronic Copy Request Form

**Instructions: Fill out this form and attach it to the email along with the document you want copied. Please email both attachments to [copycenter@trcc.commnet.edu](mailto:copycenter@trcc.commnet.edu). If there is more than one job you wish to have completed please attach all the files and their respective copy request forms. (Please allow **3 business days** for all jobs)**

|                                    |                      |                      |                                     |
|------------------------------------|----------------------|----------------------|-------------------------------------|
| Last Name                          | <input type="text"/> | Phone Number:        | <input type="text"/>                |
| First Name                         | <input type="text"/> | # of Original Pages: | <input type="text"/>                |
| Exact Filename the Request is for: | <input type="text"/> | # of Copies:         | <input type="text"/>                |
| Time Submitted                     | <input type="text"/> | Date Submitted       | <input type="text" value="9/9/14"/> |
|                                    |                      | Date/Time Required   | <input type="text"/>                |

Collated     Uncollated    (Uncollated is each original/page will be copied and placed into its own stack)

|              |                      |                      |                      |
|--------------|----------------------|----------------------|----------------------|
| Double-sided | <input type="text"/> | Special Instructions | <input type="text"/> |
| Staple       | <input type="text"/> |                      |                      |
| Hole Punch   | <input type="text"/> |                      |                      |

|                      |                      |
|----------------------|----------------------|
| Colored Paper        | <input type="text"/> |
| Paper Size           | <input type="text"/> |
| Booklet Binding      | <input type="text"/> |
| Page Numbers Style   | <input type="text"/> |
| Page Number Location | <input type="text"/> |

### Special Options

|            |           |             |
|------------|-----------|-------------|
| Upper Left | Upper Mid | Upper Right |
| Mid Left   | Mid       | Mid Right   |
| Lower Left | Lower Mid | Lower Right |

### Copy Center Staff

|                     |                      |
|---------------------|----------------------|
| Completed By        | <input type="text"/> |
| Date/Time/Completed | <input type="text"/> |

A copy center staff member will email you confirmation that job was completed